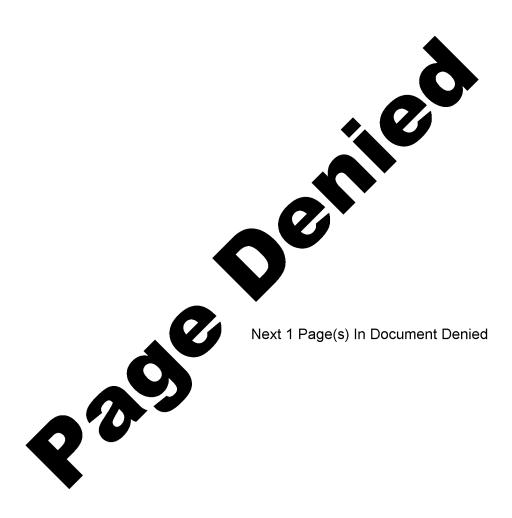
Sanitized Copy Approved for Release 2010/03/04: CIA-RDP89-00724R000300110015-3 7 JAN 1975 TRANSMITTAL SLIP 6 JAN 1975 STAT TO: C/PPG/OS ROOM NO. BUILDING 4E-58 Hq. REMARKS: Attached is a first draft of a proposed Headquarters Regulation on ADP Management and Administration. appreciate your comments. STAT **STAT** FROM: C/PS/OJCS ROOM NO. BUILDING 2E-29 EXTENSION Hq

FORM NO. 241

REPLACES FORM 36-8 WHICH MAY BE USED.

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1. This memorandum is in response to your request for Security Records Division (SRD) comments concerning reference. 2. Reference indicates that all Form 930s (Computer Services Requests) shall be forwarded to OJCS through appropriate approval channels in the requesting Directorate, including the Directorate ADP Control Officer. 3. The Form 930 is sometimes used simply to obtain a special report from an existing system, utilizing data already available in tape or disk storage. Often that special report, or a very similar one, has been obtained previously. In such instances, OJCS can provide the needed support with a minimal amount of the time of one Programmer. 4. It is the opinion of SRD that such routine requests for OJCS services, and those which require minimal effort on the part of OJCS, should not proceed through Office channels and through the Directorate ADP Control Officer before they are submitted to OJCS for action. 5. Perhaps some means (other than the Form 930) should be adopted for obtaining OJCS assistance on routine requests which can be satisfied with very limited OJCS effort.
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6. Another alternative: change the wording of the proposed Headquarters Regulation so that Form 930s which will consume minimal amounts of OJCS resources need not be routed through elaborate channels prior to obtaining OJCS action.
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Chief Security Records Division
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ADMINISTRATIVE-MERICAL USE ONLY

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